



Mooreville Arts Gift Shop Prospectus- 2021

Welcome to the Mooreville Arts Gift Shop! We are excited that you are submitting your artwork for selection to be displayed for sale. Because we have limited space, selection will be based on quality, size, originality, and diversity. Please refer to and follow the prospectus below when selecting your items, completing your MA Gift Shop Inventory Sheet, and preparing your items for intake. Complete all portions of your inventory form prior to bringing your items to each seasonal intake. Only artists displaying in the gift shop will be allowed to display their business cards in the gift shop. Key items to remember are:

You must use your MA Gift Shop Artist Number. If you do not have one, send an email to: giftshop@moorevillearts.org , subject line “MA Gift Shop” prior to your first intake date.

Items must be submitted in a bin/container with a lid large enough to hold all items. This container must have your name on the side and lid.

All items must be entered in the Online Gift Shop Submission Form by noon on Thursday, January 7, 2021. The link to access the online form is <https://forms.gle/Hybqt6h1uE52VVtW9>. Items will not be accepted if the online form has not been submitted by noon, Thursday, January 7, 2021.

A ¾” yellow dot (such as Avery #5462) with artist number, item number, and price MUST be attached to each item.

Complete the registration form on the last page of this document.

AM I ELIGIBLE TO SUBMIT ITEMS TO THE GIFT SHOP?

Fine artists age 18 years and older are eligible to participate.

WHAT IS MOORESVILLE ARTS’ COMMISSION ON SALES?

Mooreville Arts members who have volunteered thirty or more hours (beginning in April each year) will pay only a 20% commission on sales. Members who volunteer 4 hours as a docent during the month their work sold will also pay a 20% commission on sales. Mooreville Arts Members who do not volunteer will be charged the normal 30% commission. Non-members pay a 40% commission on sales. Mooreville Arts is a volunteer-based organization. Volunteering as a docent will help ensure the gallery is open. Every day the MA Gallery is open increases the opportunity for your items to be sold. Also, being a docent is one of the easiest and most enjoyable methods to volunteer.

WHAT ARTWORK IS ACCEPTABLE?

Any item in the gift shop must be original in concept, design, and execution by the artist. Work produced or copied from published photographs, advertisements, websites, art books, other artist's work, copyright images, commercial or mass-produced molds or patterns, novelty and/or decorative crafts or kits are not acceptable. High quality prints, gift items, and note cards of original artwork are acceptable.

Mooresville Arts reserves the right to exclude items deemed inappropriate, not in good taste, works not properly prepared for display, works too large to display, or works that require special installation or care. Items that fit the following categories are acceptable for submission:

- **2D**
 - Larger paintings/photos may also be submitted for consideration at this time. They must be ready for hanging with wire - no saw tooth hangers. Pricing the paintings reasonably will make the items more saleable.
 - Print rack items not to exceed 20" X 20" and must be wrapped and have a firm backing for support such as mat board or foam core
 - Suggested items (not restricted to the list below):
 - ◆ Original paintings and drawings
 - ◆ Prints
 - ◆ Photography
 - ◆ Note cards

- **3D**
 - Should not exceed 15" X 15"
 - Suggested items (not restricted to the list below):
 - ◆ Pottery
 - ◇ Artistic
 - ◇ Functional (i.e., mugs, bowls)
 - ◆ Jewelry
 - ◆ Glass
 - ◆ Sculpture
 - ◆ Woodwork
 - ◇ Carvings
 - ◇ Boxes
 - ◇ Turned works
 - ◆ Fabric art – must be your original design
 - ◇ Quilt wall hangings and/or blocks (not to exceed 20"X20")
 - ◇ Wall hangings
 - ◇ Scarves
 - ◇ Batiks
 - ◆ Gift items such as mugs featuring your original art

WHAT PRICE MAY I CHARGE?

Although you are free to set your own prices, past sales history indicates that items less than \$150 sell much faster.

HOW MANY ITEMS MAY I HAVE IN THE GIFT SHOP?

In order to ensure a greater diversity of artists and items, the quantity you can have in the gift shop will be based on how many items are submitted within each product category, the size of items, and the actual physical layout available. The maximum number of items submitted for consideration is 15.

WHEN DO I SUBMIT AND PICK UP MY WORK?

Contents of the gift shop will be swapped out seasonally in January, May, September, and November. Refer to the Mooresville Arts website under gallery for actual dates and times. If you cannot bring your items in on one of those two days, you may schedule an appointment for early intake during regular business hours the week of intake by sending a request to giftshop@mooresvillearts.org. However, your request **must** be sent at least 24 hours prior to your desired early intake date and time.

Your items must be available for the entire season. Because space is limited and diversity of items is being emphasized, there is a possibility that some items received will not be selected for display. If some of your items are not selected, you will receive an email with instructions on how to pick them up.

Pickup days at the end of each season for unsold items are the same as the exhibit intake days for that month. Works not picked up within 15 days will become the property of Mooresville Arts. You may have someone pick up your work during pick-up hours. For your safety, you must send an email to giftshop@mooresvillearts.org two business days prior to pick-up stating who will pick up your artwork.

HOW DO I SUBMIT MY WORK?

There are six key things you must do to submit your work for consideration:

- All items must be entered online in the MA Gift Shop online form prior to intake. You will receive a copy of your submission form for your records. The link to access the online form is <https://forms.gle/Hybqt6h1uE52VvtW9>.
- You must use your MA Gift Shop Artist Number on each item. If you do not have one, send an email to: giftshop@mooresvillearts.org prior to your first intake date.
- Items must be submitted in a bin/container with a lid that is large enough to hold all items. Make sure your full name is on both the container and the lid.
- 3D items must be wrapped to keep them safe from damage during transport.
- All items must be securely labeled following the instructions below. (see sample at end of prospectus)
Note: A ¾" yellow dot (such as Avery #5462) with artist number, item number, and price **MUST** be attached to each item.
- Optional: Include your business cards to be displayed in the gift shop.

Consideration should be taken with framing and presentation of items. Any 2D works larger than 12" X 12" must be wired for hanging or have mounting hardware. Items that are framed and matted must be neat, clean and in good repair. Prints (i.e. Giclée) and printed note cards that are not originals must be labeled as such.

WHAT HAPPENS WHEN MY ITEMS SELL?

Notification of items being sold and payment for sales occurs at the end of the exhibit.

LIABILITY:

Mooreville Arts will do everything possible to keep each piece safe. However, submission of an item to the gift shop is at the artist's own risk. It is suggested that an artist wanting protection to insure his or her own art (some homeowner's policies may include protection and should be checked).

REPRODUCTION RIGHTS:

Mooreville Arts reserves the right to photograph any work for publicity or promotional purposes only. No compensation is provided for this use.

Required: Removable Yellow Dot

Attention: All items must have a 3/4" yellow dot (such as Avery #5462).

The yellow dots are used in the sale of an item to identify the artist, the item, and the price of the item. Without the yellow dot, we have no way of tracking who should get paid for a sold item. These dots must be removable. Do not fold them to make them stay on your artwork.

The following information must be on the yellow dot in this order:

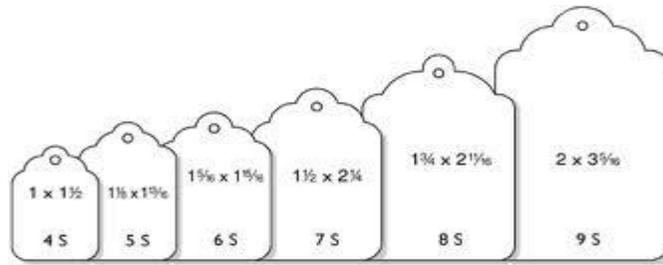
1. **Top line:** Three Digit Artist ID# (in this example, artist number 035, **not 35**). Listing your 3-digit number first will insure you get credited for sales of your artwork.
2. **Second line:** Item number (selected by you)
3. **Third line:** Price



Optional Sample Marking Tags with Strings for Smaller Items

In addition to the yellow dots, marking tags can be used on small items that will not hold the yellow dot. The yellow dot is still required and should be attached to the marking tag. These tags must be firmly attached to the item, must have a string, and must contain the following information:





Optional Sample Business Card for Larger Items

Sudden Spring

Artist Name: _____ Jane Doe _____
 Medium: _____ Watercolor _____
 Artist #: __035__ Item #: __1__
 Price: _____ \$125 _____
 Email/website: abc@gmail.com _____

Spring on the Majestic Mountain

Artist Name: _____ Jane Doe _____
 Medium: _____ Giclée Print _____
 Artist #: __035__ Item #: __4__
 Price: _____ \$35 _____
 Email/website: abc@gmail.com _____

Since it is left on your item after purchase, a business card sized label on larger items is highly encouraged. This label will allow the buyer to have your contact information available in the event they want to purchase more of your work. The label should include: the name of your artwork, your name, medium, artist & item number, price, and either your email address or website. **The yellow dot is still required.**

REGISTRATION FORM:

The following form must be signed and returned to Mooresville Arts to have your artwork displayed in the Mooresville Arts Gift Shop.

I understand and agree to all the terms and conditions of entry described in this prospectus. I further pledge that all artwork I submit is of my original creation in concept, composition, and execution. I also accept that I am submitting my items at my own risk.

Name: _____ MA Member Number: _____

Email: _____ Phone Number: _____

Mailing Address: _____

Signature: _____ Date _____